

**Education and Examination Regulations**  
**Bachelor's Degree Programme 2015 - 2016**

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The Education and Examination Regulations contain the programme-specific rights and obligations of students on the one hand and Utrecht University on the other. The (general university) Student Charter contains the rights and duties that apply to all students.

These regulations were adopted by the dean of the Faculty of Science on June 29<sup>th</sup> 2015 with the approval of the Faculty Council on June 29<sup>th</sup> 2015.

## SECTION 1 – GENERAL PROVISIONS

### art. 1.1 – Applicability of the Regulations

These Regulations apply to the academic year 2015-2016 and apply to the education, the tests and the examination of the following Bachelor's Degree Programmes of the Undergraduate School of the Faculty of Science: Biology, Pharmacy, Informatics, Information Science, Physics, Chemistry and Mathematics, hereinafter referred to as: the Programmes, and to all students who are registered for the Programmes. Articles that specifically elaborate on an individual programme can be found in the following annexes: annex A, Biology, annex B, Pharmacy, annex C, Informatics, annex D, Information Science, annex E, Physics, annex F, Chemistry and annex G, Mathematics. The Programme is provided by the Undergraduate School of the Faculty of Science, within the Faculty of Science, hereinafter referred to as: the Faculty.

### art. 1.2 – Definition of terms.

In these regulations, the following terms mean:

- a. The Act: the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek);
- b. student: anyone who is registered at the university to take courses and/or to sit interim examinations and the examinations of the Programme;
- c. credit: unit expressed in EC, whereby a credit is equal to 28 hours of study;
- d. Language code of conduct: the rules of conduct relating to academic programmes and examinations in languages other than Dutch, determined by the Executive Board on the basis of Section 7(2)(c) of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
- e. study programme: the Bachelor's Degree Programme referred to in art. 1.1 of these Regulations, consisting of a coherent whole of units of study;
- f. component: a unit of study (course) of the Programme, included in the University Course Catalogue;
- g. major: a unit of connected components that make up the main direction of a programme;
- h. minor: a unit of connected components with a size of 30 EC, different from the own major;
- i. science honours academy: all honours programmes of the Faculty of Science fall within the science honours academy. The science honours academy has an honours director.
- j. Honours education: the honours education in the Faculty of Science consists of the honours programmes at the bachelor's programmes (see Art. 3.9) , double majors(see Article 3.6. ) and the College of Pharmaceutical Sciences (see Appendix B);
- k. Honours programme: supplementary, challenging, partially extracurricular programme of 45 EC for selected students; there are three kinds of honours programmes in the science honours academy: 1. the bachelor honours programmes (art. 3.9), 2. the double bachelor programmes (art. 3.6) and the College of Pharmaceutical Science (annex B);
- l. test: interim examination within the meaning of art. 7.10 of the Act;
- m. examination: the final Bachelor's examination of the degree programme which is passed if all requirements of the entire Bachelor's Degree Programme have been fulfilled;
- n. University Course Catalogue: the register of the courses given by the University which is kept under the responsibility of the Executive Board;
- o. portfolio: the aggregate of documents concerning the academic achievements of the student within the study programme chosen by him/her;
- p. course coordinator/examiner: the lecturer who is the contact person of a course;
- q. Educational Facilities Contract: the contract concluded between the education director (or another officer on behalf of the study programme) and a disabled student, which lays down the necessary and reasonable facilities to which the student is entitled;

- r. International Diploma Supplement: the supplement to the Bachelor's Degree certificate, containing an explanation of the nature and contents of the study programme (partly in an international context)<sup>1</sup>.
- s. Certificate: meaning is as formulated in the Higher Education and Research Act.
- t. Semester: a period of teaching consisting of two periods of ten weeks.

The other terms have the meanings ascribed to them by the Act.

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<sup>1</sup> The Chemistry programme awards an eurobachelor certificate, an annex to the certificate which guarantees the quality of the programme as agreed upon within European Chemistry Thematic network.

## SECTION 2 – PREVIOUS EDUCATION

### **For study programmes to which all pre-university profiles grant admission:**

#### **art. 2.1 – Admission**

1. In addition to the diplomas referred to in the Act, which grant admission to the study programme, the holder of a diploma of the equivalent previous education referred to under 3 will be granted admission to the study programme.
2. The holder of a first-year diploma awarded by a university of applied sciences (“hogeschool”) may register for the academic programme only after demonstrating that he or she has sufficient knowledge, at the level mentioned, of the following subjects: **refer to annex A-G**

### **For study programmes to which only specific pre-university profiles grant admission:**

#### **art. 2.2 – Admission**

1. In addition to the diplomas referred to in the Act which grant admission, the holder of a diploma of the equivalent previous education referred to under 3 will be admitted to the study programme, provided the conditions referred to in paragraph 2 are fulfilled.
2. Anyone who does not have a diploma with the pre-university profile ..... (which immediately grants admission to the study programme; **refer to annex A-G**), ~~but does have an equivalent diploma which grants admission on the basis of the Act or paragraph 1,~~ may register for the study programme only after demonstrating that he or she has sufficient knowledge on the level of the final pre-university education examination of the following subjects of the required pre-university profile: **refer to annex A-G**
3. Anyone who does not have a diploma with the pre-university education profile ..... (which gives direct admission to the academic programme), but who does have a first-year diploma awarded by a university of applied sciences (“hogeschool”), may register for the academic programme only after demonstrating that he or she has sufficient knowledge, at the level of the pre-university education final examination, of the following subjects: **refer to annex A-G**
4. Deficiencies in previous education in the subjects referred to in paragraph 2 can be made up by taking the relevant tests of Boswell Bèta or the Central Committees for Preliminary Examinations in Biology / Physics / Chemistry / Mathematics. In special cases, the Board of Examiners can charge a university lecturer in the relevant subject with the administration of one or more tests.

#### **art. 2.3 – Dutch language**

Holders of a foreign diploma may only register:

- a. once the requirement of adequate command of the Dutch language has been satisfied through passing the state examination in Dutch as a Second Language, Programme 2, or the certificate in Dutch as a Second Language, ‘Academic Language Skills Profile’ (PAT) or ‘Higher Education Language Skills Profile’ (PTHO) and <sup>2</sup>
- b. once it has been demonstrated that the requirement of adequate command of the English language at the level of the Dutch pre-university education (vwo) examination has been fulfilled.

Deficiencies in previous education in English can be made up before the start of the study programme by sitting one of the following tests:

- o IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) must be: 6.0 with at least 5.5 for the component ‘writing’.
- o TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is: 83 (internet-based test).
- o Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
  - Cambridge Certificate in Advanced English; minimum score: C;
  - Cambridge Certificate of Proficiency in English; minimum score: C.

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<sup>2</sup> For students selected for the College of Pharmaceutical Sciences only art. 2.3.b applies.

**art. 2.4 - Entrance examination**

The entrance examination referred to in art. 7.29 of the Act, concerns the following subjects at the level indicated: **refer to annex A-G**.

## SECTION 3 – CONTENTS AND STRUCTURE OF THE STUDY PROGRAMME

### art. 3.1 – Aim of the study programme<sup>4</sup>

1. The programme aims to:
  - provide knowledge, skills and insight in the field of the major, and enable achievement of the exit requirements referred to in paragraph 2.
  - provide an academic education. This means the development of competences (knowledge, skills and attitudes) concerning:
    - academic thought, actions and communication;
    - use of relevant academic instruments;
    - (academic) communication in one's own language;
    - application of specific knowledge of a field in a broader academic, philosophy of science and socio-cultural context;
    - standards of conduct applicable during studies and within the discipline.
  - prepare the student for further study.  
As from their first year of study for the Bachelor's degree students will learn and understand the theory and practice of scholarly research.
2. The graduate:
  - has knowledge of and insight into the field of the major;
  - has knowledge of and insight into the theoretical and methodological foundations of the major;
  - has general academic skills, particularly in relation to the major;
  - is able to apply knowledge and insight in a way that demonstrates a professional approach to his or her work or profession
  - can reformulate a practical question or problem in the field into a clear and investigable formulation of the problem; adequately put the terms contained in this into operation; study a subject from both theoretical and empirical angles, in their interrelationship; present the result in a coherent argument, closing with a clear, synthesising conclusion; use the results to answer the practical question or help to clarify and, if possible, solve the problem; form opinion partly based on weighing relevant social, academic or ethical aspects.
  - is able to communicate information, ideas and solutions to an audience composed of specialists or non-specialists.
  - has the learning skills necessary to enter a Master's Degree Programme.

### art. 3.2 – Attendance mode

This is a full-time study programme.

### art. 3.3 – Language in which the study programme is given

1. The study programme is given in Dutch<sup>3</sup>.
2. Whenever the origin of students or lecturers is a prerequisite for proper teaching one or more items of the programme will be taught in English.

### art. 3.4 – Credit load

1. The programme has a credit load of 180 credits.
2. The study programme contains components on an advanced level<sup>4</sup> with a minimum credit load of 45 credits (in major and optional extension courses together).

### art. 3.5 – Major

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<sup>3</sup> The lectures of the College of Pharmaceutical Sciences are given in English. The lectures in the third year of the Undergraduate programmes of the Faculty of Science are given in English if necessary.

<sup>4</sup> See article 4.1

1. The study programme and the preconditions of the major are indicated in the individual annex of the programmes: annex A-G.
2. A thesis is included in the major, with a credit load of at least 7.5 credits (**see annex A-G**), whereby the student has the possibility to do a concluding project as proof of competency that combines the required knowledge, skills and attitudes.

#### **art. 3.6 – Double Bachelor**

Refer to annex A-G.

#### **art. 3.7 – Optional extension courses, minor**

1. The study programme allows for optional extension courses, from which the student chooses components with a total credit load of at least 45 credits<sup>5</sup>.
2. At least 15 credits of the components of the optional extension courses must be at an intermediate level.
3. The components eligible for choice are those included in the University Course Catalogue, unless the Board of Examiners is of the opinion that a replication of content exists in relation to components already completed by the student. In addition, components may be chosen – subject to approval by the Board of Examiners – provided by a university in or outside of the Netherlands or by a funded or designated Dutch higher vocational education institution. In such cases, the Board of Examiners will determine the level of these components. The Board of Examiners will withhold approval if, in its opinion, a replication of content exists in relation to components already completed by the student. In the event that components are replicated in terms of their content, either wholly or in part, the Board of Examiners may limit the contribution of these components to the examination through deduction of credits in proportion to the overlap.
4. If the student chooses a related whole of components which is provided by a faculty and indicated as a “minor” (see [www.uu.nl/university/minors](http://www.uu.nl/university/minors)), this indication will be quoted on the certificate of his or her examination.

#### **art. 3.8 – Components taken elsewhere**

1. The condition for gaining the degree certificate of the Bachelor’s examination of the study programme is that at least half<sup>9</sup> of the study programme has been passed in subjects provided by Utrecht University.
2. Components passed elsewhere during the study programme can only be incorporated in the student’s examination programme with prior permission from the Board of Examiners.
3. Exemption can be granted for components passed at an institution of higher education prior to the start of the Bachelor’s Degree Programme only on the basis of art. 5.11.

#### **art. 3.9 – Honours Programmes in the Science Honours Academy** (Biology, Pharmacy, Informatics, Information Science, Physics, Chemistry and Mathematics)

1. The Honours programme has a study load of 45 credits. This is made up of modules with a total study load of 15 to maximum 30 credits taken from the major subject. **Part of the Honours programme is an Honours thesis with a study load of at least 7.5 credits.** The composition of the programme is set out in annex A-G. The Honours programme also includes extra-curricular activities up to 15 credits. **Each Honours student is expected to take active part in extra-curricular activities within the Honours community. Students gain international experience in the Honours programme,** e.g. in the form of an educational trip.
2. The selection of candidates and admission to the programme is entrusted to the Programme Selection Committee.  
The candidate receives an admission or rejection decision in respect of the Honours programme. Reference is made in this decision to the possibility of lodging an objection with the Executive Board.

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<sup>5</sup> For the Bachelor of Pharmacy and in the case of double majors, the size of the total amount of optional extensions courses is different and can be found in the appendices.

3. Entry into the Honours programme is possible at: **refer to annex A-G**
4. The selection criteria for participation in the Honours programme are mentioned on the website of the Science Honours Academy of the Science Faculty:  
<http://vkc.library.uu.nl/vkc/SHA/Pages/Default.aspx>
5. After each academic year the progress of the students participating in the honours programme will be evaluated. On the basis of the outcome of this evaluation the programme director will decide whether or not the student is allowed to continue the programme. The evaluation criteria can be found on the website of the Science Honours Academy of the Science Faculty.

**art. 3.10 – Actual teaching structure**

1. The number of contact hours for the academic programme (number of scheduled contact hours for the different courses and, in addition, the scheduled or standardised supervision time) comes to at least 12 hours per week:
2. The University Course Catalogue gives the following details relating to each course:
  - a. scheduling of the educational activities
  - b. timetables and scheduling of the hourly periods
  - c. scheduled contact time per course
  - d. other structured contact hours for general student supervision (work placement and thesis supervision, personal tutor time, study supervision, etc.) during which a lecturer/assistant is available to the student in that period
  - e. when and where the course examinations and resits take place.
3. Students can see the timetables for the courses for which they are registered on Osiris Student. Students can also look on Osiris Student to see when and where the examinations and resits will take place for the courses for which they are registered.

## SECTION 4 – COURSES

### art. 4.1 – Courses

1. For the components of the study programme, courses are given with a credit load of seven and a half credits or a multiple of this.
2. All courses that can be part of the study programme are included in the University Course Catalogue.
3. Courses are given on one of the following levels:
  1. introductory
  2. intermediate
  3. advanced

### art. 4.2 – Entry requirements of courses; previous education

1. Participation in the following components of the major is possible only after the courses listed for it have been passed: **refer to annex A-G**.
2. Notwithstanding the provisions of the first paragraph, the University Course Catalogue indicates which previous education is desired to be able to participate in and pass each course.

### art. 4.3 – Registration for courses

Participation in a course is possible only if a student has registered for it right in time through OSIRIS Student. See: <http://students.uu.nl/en/practical-information/enrolment/course-registration>.

### art. 4.4 – Attendance obligation and obligation to perform to the best of one's ability

1. Each student is expected to participate actively in the course for which he or she is registered.
2. Besides the general requirement for the student to participate actively in the course, the additional requirements for each component are listed in the University Course Catalogue.
3. In the event of qualitatively or quantitatively inadequate participation, the course coordinator may exclude the student from further participation in the course or part of it.

### art. 4.5 – Participation in courses; priority rules

1. The University Course Catalogue indicates the maximum number of students for whom a course is provided.
2. Admission to courses with limited capacity runs according to previously determined and published entrance criteria and priority rules, on the understanding that students registered for the study programme will have priority for the courses which are part of the required part of their major. [*or minor*]

### art. 4.6 – Ending of courses for international students for the Christmas holiday

**Annex A - G** show the courses that international students in period 2 can complete to have a study-free holiday at the end of December.

## SECTION 5 – ASSESSMENT

### art. 5.1 – General

1. During the course, the student will be tested for academic training and the extent to which the student has sufficiently achieved the learning objectives set.
2. The University Course Catalogue describes the achievements the student must make to pass the course and the criteria on which the student is assessed.
3. Each course includes multiple testing opportunities. There is a point, not later than halfway through the duration of the course, at which the teacher evaluates the student's progress and informs him/her of this.
4. The testing of the student will be completed by the end of the course.
5. The testing procedure is described in the Regulations<sup>6</sup> of the Board of Examiners (see: paragraph 2, 3 & 4).

### art. 5.2. – Board of Examiners

1. For each academic programme or group of programmes, the dean will set up a Board of Examiners and will put in place sufficient guarantees that this Board will work in an independent and expert manner.
2. The dean will appoint the chair and the members of the Board of Examiners for a period of three years on the basis of their expertise in the field of the programme(s) in question or the field of examining, whereby:
  - at least one member comes from outside the academic programme or group of academic programmes concerned, and
  - at least one member is a lecturer on the academic programme or group of academic programmes concerned.Re-appointment is possible. Before making this appointment, the dean will consult the members of the Board of Examiners concerned.
3. Persons holding a management position with financial responsibility or (partial) administrative responsibility for a programme of study may not be appointed as a member or chair of the Board of Examiners. This will in any case include: the dean, vice-dean; the Director/Head/Manager of a department; a member of a departmental management/administrative team; the Director/Head/Manager of a section; any member of a management or administration team; a member/chair of the Board of Studies of the Graduate School or the Undergraduate School and the Director of Education.
4. Membership of the Board of Examiners will terminate upon expiry of the period of appointment. In addition, the dean will discharge the chair and the members from their duties at their request. The chair and the members will also be dismissed by the dean in the event that they no longer fulfil the requirements stated in paragraphs 2 or 3 of this article. In addition, the dean may dismiss the chair and the members in the event that they fail to perform their statutory duties adequately.
5. The dean will make the composition of the Board(s) of Examiners known to the students and teaching staff.

### art. 5.3 - Scoring of thesis

1. The scoring of the thesis referred to in article 3.5 paragraph 5 shall be done by at least two examiners (the advisor concerned and a second reviewer).
2. If the thesis is written by more students, each student will receive an individual assessment based on his/her explicit contribution.

### art. 5.4– Marks

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<sup>6</sup> Also sometimes called 'Rules and Guidelines'.

1. Marks are awarded on a scale of 1 to 10. The final assessment of a course is either pass or fail, expressed in numbers: respectively 6 or higher and 5 or lower. The number 5 is not provided with decimals.
2. Alphanumeric results are awarded in the following cases:
  - a student who is registered for a course and has not participated in any or in all the test modules will be given an NVD (**Niet VolDaan** – Incomplete);
  - the student who has not participated in enough components to qualify for a supplementary test , receives a NVD (**Niet VolDaan** - Incomplete) ;
  - the student who has not yet fulfilled all parts of the course , and did not receive a mark, but is eligible for a resit , receives an AANV (**AANV**ullende toets - Additional test )
  - if the student has complied with a module, but has not received a mark for it, he/she may be given a V (**Voldoende** – Satisfactory) as the result;
  - if the student has not completed a unit but does not receive a mark for it, the student can be given an ONV (**ONV**oloende - Unsatisfactory) as the result;
  - a student who has been granted exemption by the Examination Committee will be given a VR (**VR**ijstelling – Exemption);
  - if the Examination Committee establishes fraud, the student may be given an FR (**FR**aude – Fraud) as the result.

#### **art. 5.5 – Re-sit: additional or substitute test**

If the student has fulfilled all obligations to perform to the best of his or her ability during the course, and he or she is nonetheless awarded a failing mark, but the final mark is at least an unrounded four, he or she will be given a once-only opportunity to sit an additional or substitute test. Satisfactory tests are not eligible for re-examination.

#### **art. 5.6 – Type of test**

1. Testing within a course is done in the manner stated in the University Course Catalogue.
2. At a student's request, the Board of Examiners may allow to sit for a test ~~to be administered~~ otherwise than stipulated in the first paragraph.

#### **art. 5.7 – Oral testing**

1. Only one person at a time may be tested orally, unless the Board of Examiners decides otherwise.
2. Oral tests will be administered in public, unless the Board of Examiners or the examiner in question, in a special case, decides otherwise, or the student objects to this.

#### **art. 5.8 – Provision for testing in special cases**

1. If a student needs one (previously sat but not passed) component of 7.5 credits at most to pass the Bachelor's examination, and not granting an opportunity for individual testing would demonstrably result in a delay in studies of more than one semester, the student may request to be eligible for an individual test.
2. If not granting an opportunity for individual testing would result in a 'special case of manifest unfairness', the Board of Examiners may decide to provide for such a test.
3. Requests for a special testing opportunity must be submitted to the Board of Examiners as soon as possible, supplied with evidence.

#### **art. 5.9 – Time limit for marking tests**

1. The examiner determines, within 24 hours, the mark after administering an oral test and provides the student with a written statement of the mark.
2. **The examiner must mark a (written) test within 10 working days of the date on which it was taken**, and supply the administration of the Faculty with the information necessary to supply the student with written or electronic proof of his or her mark.

3. The written statement of the assessment of a test, informs the student of his or her right of inspection, referred to in art. 5.11, and of the possibility to appeal to the Examinations Appeals Board.

#### **art. 5.10 – Period of validity**

1. Components that have been passed remain valid for eight years.  
Contrary to this provision, in case of special circumstances, at the request of the student, the Board of Examiners may set an extended period of validity for a component.
2. Partial tests and assignments that were passed within a component which was not passed will lose their validity after the academic year in which they were passed.

#### **art. 5.11 – Right of inspection**

1. For at least thirty days after the announcement of the result of a written test, the student will be allowed to inspect his or her marked work upon request.  
At his or her request, a copy of that work will be provided at a cost.
2. During the period referred to in the first paragraph, any interested party may inspect the questions and assignments of the test concerned, as well as, if possible, the standards on which the mark was based.

#### **Art. 5.12 – Retention time for tests**

1. The assignments, their completion and the work assessed in the written tests will be kept (in paper or digital form) for a period of two years following the assessment.
2. The thesis referred to in article 3.5, fifth paragraph, along with the assessment of this will be kept (in paper or digital form) for a period of seven years after this assessment.

#### **art. 5.13 – Exemption**

At the student's request, after consulting the examiner in question, the Board of Examiners may grant the student exemption from a component of a major if the student:

- a. has completed either an equivalent component of a university or a higher professional study programme prior to the start of the Bachelor's Degree Programme;
- b. or has demonstrated through work or professional experience that he or she has sufficient knowledge and skills in relation to that component.

An exemption can relate only to a whole course and not to part of it.

#### **art. 5.14 – Fraud and plagiarism**

1. **Fraud and plagiarism are defined as an action or failure to act on the part of a student, whereby a correct assessment of his or her knowledge, insight and skills is made impossible, in full or in part.**

##### **Fraud includes:**

- cheating during examinations. The person offering the opportunity to cheat is an accessory to fraud;
- being in possession of (i.e. having/carrying) tools and resources during examinations, such as pre-programmed calculators, mobile phones, smartwatch, smartglasses, books, course readers, notes, etc., consultation of which is not explicitly permitted;
- having others carry out all or part of an assignment and passing this off as own work;
- gaining access to questions or answers of an examination prior to the date or time that the examination takes place;
- making up survey or interview answers or research data.

Plagiarism is defined as including data or sections of text from others in a thesis or other paper without quoting the source. **Plagiarism** includes the following:

- cutting and pasting text from digital sources such as encyclopaedias and digital publications without using quotation marks and referring to the source;

- cutting and pasting text from the internet without using quotation marks and referring to the source;
  - using excerpts from printed material such as books, magazines, other publications and encyclopaedias without using quotation marks and referring to the source;
  - using a translation of the abovementioned texts without using quotation marks and referring to the source;
  - paraphrasing of the abovementioned texts without giving a (clear) reference: paraphrasing must be marked as such (by explicitly linking the text with the original author, either in text or a footnote), whereby the impression is not created that the ideas expressed are those of the student;
  - using visual, audio or test material from others without referring to the source and presenting this as own work;
  - resubmission of the student's own earlier work without source references, and allowing this to pass for work originally produced for the purpose of the course, unless this is expressly permitted in the course or by the lecturer;
  - using the work of other students and passing this off as own work. If this happens with the permission of the other student, the latter is also guilty of plagiarism;
  - in the event that, in a joint paper, one of the authors commits plagiarism, the other authors are also guilty of plagiarism, if they could or should have known that the other was committing plagiarism;
  - submitting papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having such written by someone else in return for payment.
2.
    - a. In all cases in which fraud or plagiarism is found or suspected, the examiner will inform the board of examiners of this in writing.
    - b. The Board of Examiners will give the student the opportunity:
      - to respond to that in writing;
      - to be heard.
  3. The Board of Examiners will determine whether fraud or plagiarism has occurred and will inform the student of its decision in writing and of the sanctions in accordance with the stipulations of the fourth paragraph, stating the possibility of appeal to the Examination Appeals Board.
  4. Fraud and plagiarism will be punished by the Board of Examiners as follows:
    - a. In any event:
      - o invalidation of the paper or examination submitted
      - o a reprimand, a note of which will be made in OSIRIS.
    - b. In addition to – depending on the nature and scale of the fraud or plagiarism, and on the student's phase of study – one or more of the following sanctions:
      - o removal from the course
      - o no longer being eligible for a positive degree classification (cum laude) as referred to in art. 6.2
      - o exclusion from participation in examinations or other forms of testing belonging to the educational component concerned for the current academic year, or for a period of 12 months
      - o complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
    - c. In the event that the student has already received a reprimand:
      - o complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
    - d. In the case of extremely serious and/or repeated fraud, the Board of Examiners may recommend the Executive Board to permanently terminate the concerned student's registration for the programme.
  5. If the Board of Examiners determines (moet dit niet assesses zijn) that there has been widespread or organised fraud, on a scale which would affect the examination results in their entirety, the Board of Examiners will decide without delay that the examination concerned is invalid and that all the participants must re-sit the whole examination at short notice. The Board of Examiners will set the date on which the examination must be retaken. This date will be no later than two weeks after the fraud was established, so that the participants can still benefit from their preparatory work for the examination.

## SECTION 6 – EXAMINATION

### art. 6.1 – Examination

1. As soon as the student has fulfilled the requirements of the examinations programme, the Board of Examiners will determine the result of the examination and award a degree certificate as referred to in art. 6.5.
2. Prior to determining the result of the examination, the Board of Examiners may conduct their own examination of the student's knowledge of one or more components or aspects of the study programme, if and in so far as the results of the relevant tests give them reason to do so.
3. Assessment of the examinations file constitutes part of the final examination. The date of examination will be the last working day of the month in which the Board of Examiners has determined that the student has fulfilled the requirements of the examinations programme.
4. The examination will be passed on condition that all components have been passed.
5. A further condition for passing the examination and receiving the certificate is that the student was registered for the course during the period in which the tests were taken. If the student does not fulfil this condition, the Executive Board may issue a statement of no objection in relation to the passing of the examination and the issue of the certificate, after the student has paid the tuition fees and administration charges owing for the 'missing' periods.
6. **A student who has passed an examination and is therefore entitled to be awarded a certificate, may request that the Board of Examiners delay the granting of the certificate. Such a request must be submitted within two weeks after the student has been informed of the examination results, stating the date on which the student wishes to receive the certificate. The Board of Examiners will in any case grant the request in the academic year 2015 - 2016 if the student:**
  - plans to fulfil a management position for which Utrecht University has provided a board activities grant;
  - plans to do a traineeship or take a component of a study programme abroad;
  - is obliged to take components required for admission to a Master's Degree Programme;**The Board of Examiners may also grant the request if refusal would result in an exceptional case of extreme unfairness on account of the circumstance that the student concerned could not have taken into account the automatic graduation when he was planning his study.**

### art. 6.2 – Cum laude classification

The 'cum laude' distinction will be awarded to the Bachelor's Degree examination if each of the following conditions has been fulfilled:

- a weighted average mark of at least 8.0 has been earned for the components of the Bachelor's Degree Programme
- in the course of the studies, not more than 1 component was repeated
- exemptions that do not count have been obtained for not more than 60 credits
- the Board of Examiners has not taken the decision (as referred to art. 5.14, paragraph 4 under b) stating that fraud/plagiarism has been ascertained and that the student therefore is not eligible for a positive degree classification (cum laude)
- has passed the final examination of the Bachelor's Degree Programme within four years.

### art. 6.3 – Degree

1. The 'Bachelor of Science' degree will be awarded to the student who passes the examination.
2. The degree awarded will be noted on the examination certificate.

### art. 6.4 – Honours

A successful fulfilment of the honours programme as referred to in art. 3.9, will be mentioned on the International Diploma supplement.

### **art. 6.5 – Certificate**

1. The Board of Examiners will award a certificate as proof that the examination was passed. One certificate will be issued for each course, even if a student completes several programmes.
2. **The Board of Examiners will add the International Diploma Supplement to this certificate**, which provides insight (internationally) into the nature and contents of the completed study programme.

### **Art. 6.6 – Final Grade Point Average (GPA)**

1. The final Grade Point Average (GPA) is stated on the International Diploma Supplement, and represents the academic performance of the student concerned.
2. The final GPA is the average figure from the results achieved within the course's examinations programme, weighted by course credits and expressed on a scale of 1 to 4 with two decimals. Results achieved during the first year of registration for the bachelor's degree are not included in the calculation of the final GPA.
3. The calculation of the final GPA works as follows:
  - all applicable examinations taken after the first year of registration, and achieved as part of the examinations programme of the bachelor's degree, are converted into quality points. For students joining in a higher study year (i.e. those who have been awarded an exemption for all components of the first stage of the bachelor's programme, with a joint course credits value of 60 course credits), a different rule applies: for these students, all deleted examinations results from their first year of registration, obtained in the bachelor's examinations programme, will be converted into quality points;
  - quality points are the applicable examination result x the number of course credits for the section in question;
  - the total number of quality points achieved divided by the total number of course credits obtained gives the average examination result;
  - the average examination result is converted into the final GPA.

## SECTION 7 – STUDENT COUNSELLING

### art. 7.1 – Records of students’ progress

1. The faculty must record the individual study results of the students and make them available through Osiris Student.
2. At the student desk of the Faculty of Science a certified student progress file can be obtained.

### art. 7.2 – Student counselling

1. The faculty will provide for the introduction and counselling of the students registered for the study programme, which also includes orientating them regarding possible courses of study in and outside the study programme.
2. **Student counselling includes:**
  - a mandatory matching process for prospective students before enrolment for a Bachelor’s programme<sup>7</sup> with the purpose of guiding students in their choice of study to fit their ambition, expectations, and options;
  - an introduction in the first week of the first semester of the first academic year
  - assignment of a tutor to all Bachelor’s students who will introduce them to the study throughout the first semester and who is available for guidance for their further studies and in making choices during the Bachelor’s phase;
  - group and individual advice on possible courses of study in and outside the study programme, partly with a view to professional opportunities after the Master’s Degree Programme and on opportunities to enter the labour market immediately after obtaining the Bachelor’s Degree;
  - group and individual advice on study skills, study planning and the choice of continuing study paths after receiving the Bachelor’s degree;
  - referring on and assisting students when they encounter difficulties during their studies;
  - referring students who deregister from the degree programme before 1 February of the year of first registration to a more suitable degree programme;
  - an individual matching activity for those who are referred to the degree programme from another degree programme at Utrecht University during the course of the academic year.
  - giving an urgent recommendation after the first semester and a binding recommendation after the second semester of the first year based on all credits earned on their continuation of studies.
3. A portfolio can be used as an instrument for counselling on future course of study.

### art. 7.3 – Disability

Students with a functional disorder will be given the possibility to take courses and sit examinations in the manner set out in the Educational Facilities Contract. Requests to conclude a study contract must be submitted to the student counsellor.

### art. 7.4 – (binding) Recommendation on continuation of studies

1. In the first year of their registration, students who registered for the study programme before 31 January will receive a written recommendation on the continuation of their studies.
2. Refer to **annex A –G** for detailed information.
3. Students who receive a negative or doubtful recommendation as referred to in paragraph 1 will be invited to a meeting for the purpose of discussing the study method and reconsideration of the choice of studies and a possible referral.
4. At the end of the academic year, but not later than on 31 August, the student will receive a second written recommendation on the continuation of his or her studies. Notwithstanding the provisions of paragraphs 9, 10 and 11, a binding refusal will be attached to this recommendation if the student has earned fewer than 45 credits. The rejection will apply for a period of 4 academic years.

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<sup>7</sup> with the exception of selective programmes and programmes subject to a quota.

5. In determining the number of credits earned as referred to in paragraph 2 and paragraph 4, all credits earned in the first year of study will count, with the exception of exemptions obtained and the results of partial interim examinations passed; these will not count.
6. No recommendation as referred to in paragraph 4 will be issued for the student who makes a request for deregistration before 1 February of the first year of registration. If the student registers again in a following academic year, the recommendation on continuation of studies as referred to in paragraph 4 will be issued in that following academic year.
7. In departure from the fifth paragraph, the student who:
  - makes a request for deregistration before 1 February of the year of first registration, and
  - is registered after 1 February (for another study programme) at Utrecht University, and
  - has earned fewer than 45 credits,will receive a negative binding recommendation on continuation of the second Bachelor's Degree Programme.
8. The recommendation on continuation of studies will be issued on behalf of the dean of the Faculty of Science by the education director of the study programme.
9. Before a refusal recommendation is issued, the student will be given the possibility to be heard by or on behalf of the education director.
10. In considering whether to issue a refusal recommendation, the education director must take account of the student's personal circumstances if the student requests this. Only personal circumstances which the student reports to the student counsellor as soon after entry as can reasonably be expected will be taken into account by the education director in his or her considerations. Personal circumstances mean sickness, pregnancy, functional disorders, special/serious family circumstances, top-class sport and management activities for a student organisation with full legal authority or in the context of the organisation and management of Utrecht University, the faculty or the study programme.
11. In considering whether to issue a refusal recommendation, if a student so requests, the education director must also take account of other forms of force majeure than those mentioned in the preceding paragraph. Only force majeure situations which the student reports to the student counsellor as soon after entry as can reasonably be expected will be taken into account by the education director in his or her considerations. In addition, the education director may also take account of serious instances of unfairness in his or her assessment.
12. If no refusal is attached on the basis of circumstances as referred to in paragraph 10 and paragraph 11, a recommendation on continuation of his or her studies as referred to in paragraph 4 will be issued to the student again at the end of the next academic year.
13. An appeal can be instituted against a refusal decision within 6 weeks at the Examinations Appeals Board.

## SECTION 8 – TRANSITIONAL AND FINAL PROVISIONS

### **art. 8.1 – Transitional provisions concerning the *doctoral* programme**

In those cases not provided for by this clause, or not provided for sufficiently clearly, or clearly leads to an unreasonable outcome, a decision will be taken for or on behalf of the dean, after the Board of Examiners has expressed its view. If, on the basis of the law, the decision falls within the competence of the Board of Examiners, the dean will send the request to the Board of Examiners for it to handle.

### **art. 8.2 Amendments**

1. Amendments to these regulations will be laid down by the dean, after consulting the Faculty Council or study programme council, in a separate resolution.
2. An amendment to these regulations will not concern the current academic year, unless this does not reasonably prejudice the interests of the students.
3. Nor may an amendment have an adverse effect for students on a decision taken pursuant to these Regulations by the Board of Examiners with respect to a student.

### **art. 8.3 – Publication**

The dean will provide for the publication of these Regulations, as well as each amendment, on the Internet.

### **art. 8.4 – Effective date**

These Regulations take effect on 1 September 2015.

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